



OCFO BULLETIN

Published by the Office of the Chief Financial Officer

October 20, 1995 - FY96 No. 01

From the Desk of
EDMUNDO A. GONZALES
Chief Financial Officer

I am taking advantage of this fine publication to let you know what I am up to. I am happy to report that we have made significant progress in getting the OCFO organized to concentrate on meeting our customer needs this coming fiscal year. As many of you know, the OCFO managers held a retreat in August where we discussed our plans for the OCFO. From this retreat, many plans and strategies were formulated, and I have shared some of these with you. Since we last got together to discuss your priorities for our products and services, using your feedback, we have chartered several short term action teams which will focus on the final phases of "rolling out" the following automated systems and subsystems: 1) Automated Time and Attendance system; 2) DOLAR\$ Budget Subsystem; and 3) Travel Manager Plus and the DOLAR\$ Travel Subsystem.

We are looking at chartering three other teams to address longer term issues including: 1) Financial Strategies - addressing the OCFO strategic planning issues; 2) Payroll - a team already exists to fine tune a system that works well but could work "smarter"; and 6) GPRA - addressing the OCFO role in effectuating program performance review. These teams will be comprised of individuals from all areas of the OCFO. The OCFO leadership team will define their purpose and duration. We would like to consider agency and regional participation in teams with charters directly affecting our customers.

By the way, the leadership team which oversees the operation of the OCFO meets every Tuesday afternoon and is composed of the following individuals.

Edmundo Gonzales - Chief Financial Officer
Mike Griffin - Acting Deputy Chief Financial Officer
Norm Perkins - Director, Office of Accounting and Payment Services
Jim Brown - Chief, Office of Financial Policy and Systems Oversight
Ted Kontek - Acting Director of the Office of Financial Systems
Brenda Kyle - Chief, Division of Financial Statements
Marian Hills - Administrative Officer
Deborah Spurill-Graves - Staff Assistant
Bob Jackson - Manager of Working Capital Fund
Terry Conroy - Financial Program Development Specialist
Paul Becker - Financial Management Specialist

I am planning a meeting for all OCFO employees, both Federal and contract staff, in about three weeks to go over our next phase of planning which includes the review of charters for the teams and any other items, including our proposed budgets for next year. I am excited about the direction we are taking and am looking forward to a great year and much success as we strive to make even better the best financial organization around.

EVENTS CALENDAR

DOLAR\$

- 10/16-20/95 Limited on-line access for FY 1995 processing (Regional Financial Officers and National Office Agencies).
- 10/20/95 Final September FY 1995 WCF cycle.
- 10/20/95 Cut-off for FY 1995 on-line processing.
- 11/06/95 Distribution of final September FY 1995 year-end reports.

REGIONAL TELECONFERENCE SCHEDULE

<u>Date</u>	<u>Day</u>	<u>Time</u>
11/08/95	Wednesday	2:00 p.m.

OPERATIONS, DEVELOPMENTS, AND EVENTS

1. FY 1995 DOLAR\$ Year-end Closing Process. National Office Agencies and OASAM Regional Offices did a great job utilizing "dual year authority." Thanks to your diligent work, only a few minor corrections were needed.

Dual year authority for DOLAR\$ on-line users ends on October 20, 1995.

FY 1995 Obligations. The cut-off date for DOLFIN batch input for obligations was October 13, 1995.

FY 1996 Obligations. DOLFIN opened for processing FY 1996 obligations to DOLAR\$ on October 17, 1995. Again, please exercise care to ensure that all FY 1995 activities are properly classified.

Reimbursement Reconciliation. Those agencies with apportioned reimbursements should have completed their reconciliations by October 17, 1995. Requests for Accounts Receivables were to be received in the Office of Accounting and Payment Services by October 17, 1995.

2. The Final September FY 1995 WCF cycle was run and agency redistribution was entered on October 20, 1995, for the fourth preliminary reports.
3. FY 1996 DOLAR\$ Codes. The FY 1996 Object Class Listing was issued under Transmittal Letter (T/L) 58 for the DOLAR\$ Procedures, Volume II, on September 22, 1995. Transmittal Letter 59, which adds three object classes to the Listing, is dated October 11, 1995, and was recently distributed by the print shop. The FY 1996 RCCs and Project Codes (T/Ls 60 and 61) will be issued shortly.
4. "Helpful Hint" on the A/P Subsystem. Regional Financial Officers and Agency Financial Managers should assure that staff who use the Accounts Payable (A/P) Subsystem are apprised of this

OPERATIONS, DEVELOPMENTS, AND EVENTS (Continued)

information regarding how remittance information should be entered in the A/P to be printed on paper checks.

The A/P provides for printing up to 80 characters of remittance information on paper checks. The information appears on a check in two (2) forty-character lines. The data input in the INVOICE NUMBER field and any penalties appear on the first line. The 10 characters of data input in the 2ND LINE field and the first 30 characters of data entered in the PAYMENT INFORMATION field screen appear on the second line. The data in the 2ND LINE field is not appended to the data in the INVOICE NUMBER field; the name of the field, 2ND LINE, refers to the second line of remittance information on the check. (Remember the INVOICE NUMBER always must be unique.) The 2ND LINE and PAYMENT INFORMATION fields may be used to enter remittance information for paper check payments to vendors who identify payments not by the invoice number but by an alternate identifier such as account number or subscription number.

FY 95 YEAR-END CLOSING AND FY 96 OPENING

Following are extracts of key activities and dates from the year-end closing schedule.

FY 95 Year-End Processing

<u>ACTIVITY</u>	<u>TARGET DATE</u>	<u>RESPONSIBLE OFFICE</u>
Limited on-line access for NOAs and RFOs for FY 95 processing.	10/16-20/95	NOA/RFO
Distribute FY 95 third preliminary reports.	10/16/95	OFS
Distribute final September FY 95 CATARS reports.	10/17/95	OFS
NOA and RFO cut-off for FY 95 on-line processing.	10/20/95	NOA
Distribute FY 95 fourth preliminary reports. (SF133 and D253 not included.)	10/23/95	OFS
Distribute final FY 95 year-end (September) reports.	11/06/95	OFS/OAPS

FY 96 Processing

DOLFIN opens for FY 96 transmission.	10/16/95	NOA/R/OAPS
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Legend

NOA	National Office Agencies, National Capital Service Center, and MSHA, Denver, Finance
OAPS	Office of Accounting and Payment Services
OB	Office of Budget
OFS	Office of Financial Systems
R	Regional Finance Offices
RFO	Regional Finance Officers
TF	Task Force

DOLAR\$ AVAILABILITY SCHEDULE - 10/16/95 THROUGH 11/30/95

The following are the dates and hours that DOLAR\$ will be available through November 30, 1995. Please note that we are planning to close DOLAR\$ at 3:00 p.m. Eastern Standard Time on Thursday, November 9, 1995, and that DOLAR\$ will be available until 8:00 p.m. Eastern Standard Time on Wednesday, November 22, 1995. Agency Financial Officers and Regional Financial Officers will be informed of any changes to this schedule. Also, if any Agency Financial Officers or Regional Financial Officers requires a change to this schedule, please call Norman Perkins on (202) 219-8314.

Monday	October 16	8:00 a.m. to 8:00 p.m.
Tuesday	October 17	8:00 a.m. to 8:00 p.m.
Wednesday	October 18	8:00 a.m. to 8:00 p.m.
Thursday	October 19	8:00 a.m. to 8:00 p.m.
Friday	October 20	8:00 a.m. to 8:00 p.m.
Saturday	October 21	System Closed
Sunday	October 22	System Closed
Monday	October 23	8:00 a.m. to 8:00 p.m.
Tuesday	October 24	8:00 a.m. to 8:00 p.m.
Wednesday	October 25	8:00 a.m. to 8:00 p.m.
Thursday	October 26	8:00 a.m. to 8:00 p.m.
Friday	October 27	8:00 a.m. to 8:00 p.m.
Saturday	October 28	System Closed
Sunday	October 29	System Closed
Monday	October 30	8:00 a.m. to 8:00 p.m.
Tuesday	October 31	8:00 a.m. to 8:00 p.m.
Wednesday	November 1	8:00 a.m. to 8:00 p.m.
Thursday	November 2	8:00 a.m. to 8:00 p.m.
Friday	November 3	8:00 a.m. to 8:00 p.m.
Saturday	November 4	System Closed
Sunday	November 5	System Closed
Monday	November 6	8:00 a.m. to 8:00 p.m.
Tuesday	November 7	8:00 a.m. to 8:00 p.m.
Wednesday	November 8	8:00 a.m. to 8:00 p.m.
Thursday	November 9	8:00 a.m. to 3:00 p.m.
Friday	November 10	System Closed (Veterans Day)
Saturday	November 11	System Closed
Sunday	November 12	System Closed
Monday	November 13	8:00 a.m. to 8:00 p.m.
Tuesday	November 14	8:00 a.m. to 8:00 p.m.
Wednesday	November 15	8:00 a.m. to 8:00 p.m.
Thursday	November 16	8:00 a.m. to 8:00 p.m.
Friday	November 17	8:00 a.m. to 8:00 p.m.
Saturday	November 18	System Closed
Sunday	November 19	System Closed
Monday	November 20	8:00 a.m. to 8:00 p.m.
Tuesday,	November 21	8:00 a.m. to 8:00 p.m.
Wednesday	November 22	8:00 a.m. to 8:00 p.m.

DOLAR\$ AVAILABILITY SCHEDULE - 10/16/95 THROUGH 11/30/95

Thursday	November 23	System Closed (Thanksgiving Day)
Friday	November 24	8:00 a.m. to 8:00 p.m.
Saturday	November 25	System Closed
Sunday	November 26	System Closed
Monday	November 27	8:00 a.m. to 8:00 p.m.
Tuesday	November 28	8:00 a.m. to 8:00 p.m.
Wednesday	November 29	8:00 a.m. to 8:00 p.m.
Thursday	November 30	8:00 a.m. to 8:00 p.m.